### **The Institute of Computer Accountants**

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# Windows 10 Updates



## New Features in Windows 10

Windows 10 is the latest version of Microsoft's operating system for PCs, Tablets and Windows Smart Phones. It was released July 29, 2015. Windows 10 looks and behaves the same across all of your devices: smartphone, tablet, laptop, and desktop PC. You can store your files in one secure spot on the Internet, where you can access them from almost any device.



Windows 10 is available as a free upgrade. If your computer uses Windows 7 or Windows 8.1 and meets the system requirements, you'll be able to install Windows 10 for free.

#### **System Requirements**

**Processor:** 1 gigahertz (GHz) or faster processor or SoC

RAM: 1 gigabyte (GB) for 32-bit or 2 GB for 64-bit

Hard disk space: 16 GB for 32-bit OS 20 GB for 64-bit OS

Graphics card: DirectX 9 or later with WDDM 1.0 driver

**Display:** 800x600

Note: Some additional requirements are there to use certain features.



#### The New and Improved Start Menu

Microsoft is now bringing back the Start Menu. In Windows 10 the most noticeable change is the new and improved Start Menu. It brings some features from the Windows 8.1 Start Screen, such as live tiles, and can be resized.

Now it's a more familiar place where you can view regularly used apps, have the ability to use universal search (including web search) instead of swiping from the right of the screen to reveal the charms bar and even have the ability to shut down or restart a Windows 10 laptop or tablet.



You'll use the Start menu to open apps, access commonly used folders, and a whole lot more. Because it's such a commonly used feature, you may want to customize the Start menu to suit your needs.

If you don't like the way your tiles are arranged on the Start menu, you can **rearrange** them. To move a tile, simply click and drag it to the desired location. To make a tile bigger or smaller, right-click the tile, select **Resize**, then choose the desired size.

If you want to add a tile to the Start menu, you can pin it. You can also unpin tiles you don't use very often.





You may notice that certain tiles, such as those for the News and Weather apps, are animated. These are called **live tiles**. However, if you find that these are too distracting, you can turn them off. To do this, right-click the desired tile, then select **Turn live tile off**.

#### Microsoft Edge

In Windows 10 Microsoft has launched its new browsers Microsoft Edge. This new browser is designed to give Windows users a better experience on the Web. It's faster, more secure, and includes a lot of **new features**.



Features include a reading mode and the ability to annotate, either with a Keyboard, Pen or finger. There's also integration with Cortana to provide additional information. Microsoft Edge is meant to replace Internet Explorer as your default web browser, but you'll still be able to use Internet Explorer or another browser if you prefer.

#### Multiple Desktops and Task View

Windows 10 supports multiple desktops. This means you can have one desktop filled with spreadsheets, another desktop with information about a new fundraising project, and another covered in your photos and switch between the three easily.

You can also move applications from one desktop to another by dragging and dropping. Or you can create a new desktop just by dragging an application to the "New desktop" button.

Instead of keeping everything open on the same desktop, you can move some of your windows to a **virtual desktop** to get them out of the way. And the new **Task view** feature makes it easy to manage all of your open windows.



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#### **Improved Snap Assist**

Snap was a hugely popular feature when it was introduced in Windows 7, making windows really easy to manage. In Windows 10, we have Snap Assist to make snapping and stacking windows easier. Windows can be snapped to half the screen size or to just a quarter part of the screen. When you snap a window, other open windows appear as floating thumbnails so you can





easily switch to them. Snap was a great feature and Windows 10 has improved it quite well while still making sure it is functional.

#### **Central Notification Center**

The new Action Center is pretty different from previous versions of Windows. For example, it's been expanded to let you access frequently used settings, such as Wi-Fi connectivity and tablet mode. It's also where you'll see important **notifications**, so if your computer receives an update you'll get a notification about it here.

You can click the notification tray icon in the lower-right side of the screen or press Win-A to open up your notifications.



The notification tray also has links to various useful features like the Windows 10 Settings app, VPN settings, and quick toggles for things like location and Quiet Mode. If you have a Windows machine connected to a touchscreen, there's also a button to quickly switch between desktop and tablet modes.

#### **Tablet Mode**

Windows 10's improved 'tablet mode' makes it easier for touch usage. In this day and age, there are multiple use cases for computing. Whether it be on a small tablet, a laptop, or a desktop PC. With Windows 10, you can have an environment that is tailored to mouse and keyboard use, or touch use.

Microsoft is implementing a feature called "tablet mode" in Windows 10, which makes it easier than ever to navigate around the operating system while on a tablet or small device.





Unlike Windows 8, Windows 10 makes a clear distinction between desktops and tablets. If you're using a keyboard and mouse with Windows 10, you'll be in desktop mode by default. If your computer also has a touchscreen, you can go into tablet mode at any time. Tablet users can also switch back to desktop mode if they prefer.

#### Copy and paste in Common Prompt

Long-time users of Windows will be familiar with using Prompt to run in MS-DOS mode and in Windows 10 you will now be able to paste directories with the Ctrl+V keyboard shortcut. A simple, but nonetheless useful feature for some users.

#### Windows 10 Universal Apps

Windows Universal apps are the new name for Metro apps/Modern apps/Windows Store apps. A bundle of apps including Photos, Videos, Music, Maps, People & Messaging and Mail & Calendar will look and feel the same across different devices and screen sizes. The data will also be saved and sync automatically via OneDrive. Take your pick on those old monikers, they've got a new one! Windows 10 will be able to run on all devices from phones to servers and there will be a single app store across the lot.



#### **Improved Mail and Calendar Apps**

Microsoft has done lots of work to improve the Mail and Calendar apps compared to Windows 8. They're faster, easier to use and condense more information into less space without making them feel cluttered.

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#### Continuum Mode

This is the best new thing we found out today. On 2 in 1 device Windows 10 will make life easier with a 'Continuum Mode'. This means the OS moves easily between Laptop [keyboard/Mouse) and tablet (Touch) usage modes automatically. It will do this if it detects the loss or addition of a keyboard.

#### **Cortana on Desktop**

Windows 10 will bring Microsoft's voice-controlled digital assistant Cortana to desktop computers, to make it easier for you to interact with your device without lifting a finger. You will be able to search your hard drive for specific files, pull up photos from specific dates, or launch PowerPoint presentations just by telling your PC to do so. You can even get Cortana to send an email while you're working on a spreadsheet, making multi-tasking much easier. She can even find your files.



Select the search box and type what you want Cortana to do, or just select the microphone to talk with her instead. Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.

For all keyboard shortcut lovers press Win key + C to access Cortana.



#### **Automatic Updates**

New features are now delivered through automatically-enabled updates, helping you to stay current and your system to feel fresh and new.

#### **Smart Calculator**

Windows 10 calculator app is the only app that you can run multiple instances of at this time. It now has a clean look and it offers lots of basic calculator functionalities. In addition to the numerical calculations, it offers several conversion functions. For example, you convert weight in pounds to kilograms, temperature in Celsius to Fahrenheit and more.

| Calculator |                 |    |                |                 | - 🗆 X                           |
|------------|-----------------|----|----------------|-----------------|---------------------------------|
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|            | Standard        |    |                | 0               | There's nothing saved in memory |
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